

Telephone Operator (T)

Telephone Operator

Investigator (T)

Investigator

Chief Accountant (T)

Chief Accountant

Receptionist

FSN#2010/114 (T)

Telephone Operator

OPEN TO: All Interested Candidates

POSITION: Telephone Operator, FSN-3; FP-BB, Trainee

OPENING DATE: October 15, 2010

CLOSING DATE: October 28, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Telephone Operator in its Information Resources Management Office/Switchboard (IRM/SW), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a telephone switchboard operator handling incoming, outgoing and intra-office calls to include official as well as personal calls, both long distance and international. Record pertinent data into a computer system for billing and record keeping purposes, update and correct mission telephone listings and perform as a complete telephone information service based upon knowledge of the operations, functions and activities of the offices and agencies of the U.S. Diplomatic Mission to the Kingdom of Thailand. Must be able to work on a rotating shift schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible

Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Six month’s experience as a telephone operator or relating office experience; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Must have a thorough knowledge of operator console and telephone procedures; (5) Possess a good working knowledge of organization functions, personnel and practices of the activities serviced; (6) Courtesy and tact, good speech and voice modulation, and the ability to work under pressure.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: OCTOBER 28, 2010

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FSN#2010/114

Telephone Operator

OPEN TO: All Interested Candidates

POSITION: Telephone Operator, FSN-4; FP-AA

OPENING DATE: October 15, 2010

CLOSING DATE: October 28, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Telephone Operator in its Information Resources Management Office/Switchboard (IRM/SW), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a telephone switchboard operator handling incoming, outgoing and intra-office calls to include official as well as personal calls, both long distance and international. Record pertinent data into a computer system for billing and record keeping purposes, update and correct mission telephone listings and perform as a complete telephone information service based upon knowledge of the operations, functions and activities of the offices and agencies of the U.S. Diplomatic Mission to the Kingdom of Thailand. Must be able to work on a rotating shift schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) One year of experience as a telephone operator or relating office experience; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Must have a thorough knowledge of operator console and telephone procedures; (5) Possess a good working knowledge of organization functions, personnel and practices of the activities serviced; (6) Courtesy and tact, good speech and voice modulation, and the ability to work under pressure.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: OCTOBER 28, 2010

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FSN#2010/116 (T)

Investigator

OPEN TO: All Interested Candidates

POSITION: Investigator, FSN-9; FP-5 (Step 1 thru 4) (Trainee)

OPENING DATE: October 22, 2010

CLOSING DATE: November 4, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (NOR): FP-5 (step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Investigator at the Citizenship & Immigration Service (CIS) office, located at Sindhorn Building, Bangkok Thailand.

BASIC FUNCTION OF POSITION:

Serves as the primary role to service not only the Bangkok USCIS office but also USCIS domestic offices in the verification of documents and investigation of fraud. In this role the investigator will be required to conduct site visits, interview individuals involved in a case, examine documents and assist the USCIS Overseas Adjudication Officers and the Field Office Director in identifying patterns of fraud in the USCIS jurisdiction. The jurisdiction of the Bangkok Field Office includes: Thailand, Myanmar, Cambodia, Laos, Malaysia, Vietnam, Indonesia, Singapore, Taiwan, Hong Kong, Australia, New Zealand, Brunei and East Timor.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree (BA or BS) in Political Science, Law, Liberal Arts (i.e. Language, History), Social Science (i.e. Business Administration, Economics Management), Law enforcement or a closely related discipline; (2) At least two years of progressively responsible experience in investigative work with military, police, private security, or U.S. Government organization; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Possess good knowledge of U.S. Immigration laws and regulations; (5) Possess good knowledge of Thai Immigration, criminal and civil laws.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: NOVEMBER 4, 2010

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FSN#2010/116

Investigator

OPEN TO: All Interested Candidates

POSITION: Investigator, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: October 22, 2010

CLOSING DATE: November 4, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (NOR): FP-5 (step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Investigator at the Citizenship & Immigration Service (CIS) office, located at Sindhorn Building, Bangkok Thailand.

BASIC FUNCTION OF POSITION:

Serves as the primary role to service not only the Bangkok USCIS office but also USCIS domestic offices in the

verification of documents and investigation of fraud. In this role the investigator will be required to conduct site visits, interview individuals involved in a case, examine documents and assist the USCIS Overseas Adjudication Officers and the Field Office Director in identifying patterns of fraud in the USCIS jurisdiction. The jurisdiction of the Bangkok Field Office includes: Thailand, Myanmar, Cambodia, Laos, Malaysia, Vietnam, Indonesia, Singapore, Taiwan, Hong Kong, Australia, New Zealand, Brunei and East Timor.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree (BA or BS) in Political Science, Law, Liberal Arts (i.e. Language, History), Social Science (i.e. Business Administration, Economics Management), Law enforcement or a closely related discipline; (2) At least three years of progressively responsible experience in investigative work with military, police, private security, or U.S. Government organization; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Possess good knowledge of U.S. Immigration laws and regulations; (5) Possess good knowledge of Thai Immigration, criminal and civil laws.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: NOVEMBER 4, 2010

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FSN#2010/118 (T)

Chief Accountant

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Chief Accountant, FSN-11 (Trainee)

OPENING DATE: October 22, 2010

CLOSING DATE: November 4, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Chief Accountant in the U.S. Agency for International Development/Office of Financial Management Office (OFM) located at Athenae Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Chief Accountant for USAID/RDMA, Bangkok, Regional Office of Financial Management (OFM) and its nine client countries (Burma, China, Vietnam, East-Timor, Thailand, Laos, Papua New Guinea, Tibet and Marshall Islands/Federated States of Micronesia) and four hosted offices based in Bangkok (OAA/Afghanistan, DCHA/OFDA, OTI and CMM). The job holder has responsibility for all facets of program and operating expense budgeting, accounting, reporting, internal controls, accounting procedures development and implementation, and career development for the staff of Budget and Accounting Division. He/she manages the RDMA and client missions' operational yearly budgets exceeded US\$220 million: Operating Expense Budget with approximate of US\$ 30 million.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in Accounting and a Certified Public Accountant (CPA); (2) A minimum of seven years of professional accounting and/or financial analysis experience with at least four years of supervisory experience; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have a comprehensive and thorough knowledge of professional accounting principles, standards, theories, practices, procedures, terminology, laws including regulations and procedures; (5) Must possess managerial, analytical and decision-making abilities and skills to effectively direct an efficient Financial Management operation; (6) Proficiency in the use of computer packages/applications such as Word, Excel, or equivalent Financial Management software.

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CLOSING DATE FOR THE POSITION: NOVEMBER 4, 2010

FSN#2010/118

Chief Accountant

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Chief Accountant, FSN-12

OPENING DATE: October 22, 2010

CLOSING DATE: November 4, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Chief Accountant in the U.S. Agency for International Development/Office of Financial Management Office (OFM) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Chief Accountant for USAID/RDMA, Bangkok, Regional Office of Financial Management (OFM) and its nine client countries (Burma, China, Vietnam, East-Timor, Thailand, Laos, Papua New Guinea, Tibet and Marshall Islands/Federated States of Micronesia) and four hosted offices based in Bangkok (OAA/Afghanistan, DCHA/OFDA, OTI and CMM). The job holder has responsibility for all facets of program and operating expense budgeting, accounting, reporting, internal controls, accounting procedures development and implementation, and career development for the staff of Budget and Accounting Division. He/she manages the RDMA and client missions' operational yearly budgets exceeded US\$220 million: Operating Expense Budget with approximate of US\$ 30 million.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in Accounting and a Certified Public Accountant (CPA); (2) A minimum of eight years of professional accounting and/or financial analysis experience with at least four years of supervisory experience; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have a comprehensive and thorough knowledge of professional accounting principles, standards, theories, practices, procedures, terminology, laws including regulations and procedures; (5) Must possess managerial, analytical and decision-making abilities and skills to effectively direct an efficient Financial Management operation; (6) Proficiency in the use of computer packages/applications such as Word, Excel, or equivalent Financial Management software.

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CLOSING DATE FOR THE POSITION: NOVEMBER 4, 2010

FSN#2010/119

Receptionist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Receptionist, FSN-4

OPENING DATE: October 22, 2010

CLOSING DATE: November 4, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Receptionist in the U.S. Agency for International Development/Asia Regional Training Center (ARTC), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for greeting and directing students and visitors, assisting with registering/checking students, providing guidance on where to find classrooms, responding to inquiries ranging from lunch locations to tourism sites to how to dial long distance, etc. He/she serves as an operator for the training facility, answering the phone, resolving issues/questions when possible, and directing calls appropriately. The incumbent provides administrative support including keeping logs of visitor passes, ensuring security standards are enforced, and providing other administrative duties as needed.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of secondary school; **(2)** Three years experience in office work or a receptionist, or closely related field; **(3)** Level III (Good general working experience) speaking/reading/writing in English and Level IV (Fluent) in Thai; **(4)** Must possess a strong oral communication skills and effective team work skills; **(5)** Must be familiar with basic software applications i.e. MS Office: Excel, Word, Power Point, Outlook.

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CLOSING DATE FOR THE POSITION: NOVEMBER 4, 2010

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